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Revised Supplemental Pay Processing Plan for Military Training Duty Days
7/23/2013

To continue efforts to streamline military pay processing, the Offices of Compliance & Compensation are revising supplemental payment processing for employees who perform intermittent military active and inactive duty training.

Supplemental pay has always been calculated based on 8 hours of state pay minus one day of military base pay, but a different solution is now needed for training duty because of (1) more employees on Alternative Work Schedules (AWS) and (2) more complicated calculations to rearrange 10-, 12- or 24-hour workdays to accommodate the practice of only paying 8 NPML hours per day on military paid days.

When AWS was implemented, we recommended that employees rearrange work schedules to accommodate military leave days to the 8-hour NPML policy or use annual leave or comp time hours to keep their regular schedule. This will no longer be required.

Effective October 1, 2013, supplemental pay for the 15-day training duty entitlement in Civil Service Rule 2-14.2 (a)(2) will be processed at the end of the fiscal year. Supplemental pay from training duty will be processed after our offices conduct an annual fiscal-year audit verifying all NPML usage. **This means that for training duty between October 1, 2013 and September 30, 2014, supplemental pay will be processed AFTER October 1, 2014.**

Eligible employees using NPML will still receive up to the entitlement of 15 days (120 hours). **NOTE:** The AFSCME contract grants 15 days per calendar year. The MSPTA contract grants 20 days (160 hours) training duty in a fiscal year.

Employees still must submit documentation verifying military service when absent from work through one of the following documents to verify eligibility for benefits and eligibility for pay differential:

1. The employee's military Leave and Earning Statement (LES) forms,
2. Military Attendance Schedule or Master Military Pay Account History (MMPA),
3. Military Transaction Log History forms, or
4. **Both** (1) copies of orders requiring absence for service during military leave **AND** (2) a document on military letterhead signed by a military superior confirming that training or active duty in the uniformed service led to the absence for the dates.

This change will apply only to training duty. State employees on emergency active duty assignments will continue to receive payment as they submit their LES. A primary benefit for employees is that the annual audit will allow the calculation of the maximum authorized supplemental pay benefit. The annual audit will allow for more equitable payments to employees absent for training duty. The new audit procedure will:

- Address the growing number of employees on AWS
- Maintain accurate time records
- Lessen the risk of accounting errors and improper payments resulting in sounder accounting and payroll management.
- End employees' need to supplement with annual leave or comp time hours when daily flex schedule is greater than 8 hours a day.
- Increase efficiency by processing one lump-sum GPA versus many smaller GPAs.

Please email any questions or concerns to MCSC-Militaryleave@mi.gov
OR contact Mary Dothsuk, HR Analyst, Office of Compliance, 517-335-4028.